

# EEOP SHORT FORM

## STEP 1: INTRODUCTORY INFORMATION

**Grant Title:** Violent Offender Incarceration and Truth-In-Sentencing Grant      **Grant Number:** 96-326

**Grantee Name:** Yamhill County Juvenile Department      **Award Amount:** \$750,000

**Address:** 435 E. Fifth St.,  
McMinnville, OR

**Contact Person:** Steve Mikami, Personnel Officer      **Telephone #:** 503.474.7419

**Date and Effective duration of EEOP:** 07/31/2003 - 18 months

### Policy Statement:

It is the policy of the Yamhill County Juvenile Department to assure equal employment opportunity to its employees and applicants for employment on the basis of fitness and merit without regard to race, color, age, religion, sex, marital status, national origin, mental or physical disability, family relationship and other protected-class statuses. Equal opportunity encompasses all aspects of employment practices to include, but not limited to, recruiting, hiring, training, compensation, benefits, promotions, transfers, layoffs, recall from layoffs, discipline, use of facilities, and department-sponsored educational, social and recreational programs. It is not the intent of this policy to permit or require the lowering of bona fide job requirements or qualification standards to give preference to any employee or applicant for employment. However, we will take positive affirmative measures in accordance with the prevailing federal and state law to recruit minorities, females, and persons with disabilities to all levels of the county government.

Additionally, it is the policy of this department to provide any employee or applicant for employment a viable means for communicating and resolving grievances and complaints regarding unlawful discriminatory employment practice with the County's Personnel Officer who will investigate the charge.

Any employee who fails to comply with this policy is subject to appropriate disciplinary action.

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[Signature]

[title]

[date]

**OMB Approval No.:** 1121-0140

**Expiration Date:** 01/31/2005

**Revised:** 7/31/2003

## **STEP 2: AGENCY'S WORKFORCE**

The Workforce Analysis provides a statistical breakdown of the current workforce for each job category broken down by gender within each racial group. In the Protective Services job category, the analysis has separate breakdowns of workforce data for sworn and unsworn personnel. *See the attached chart.*

## **STEP 3: COMMUNITY LABOR STATISTICS (CLS)**

The CLS provides a statistical breakdown of the current available workforce for each job category broken down by gender within each racial group. The data is derived from the 1990 Census data and is provided by EEO-4 job category for Yamhill County, the department's hiring pool. *See the attached chart.*

## **STEP 4a: UTILIZATION CHART**

The Utilization Chart provides a statistical breakdown of the current workforce for each job category broken down by gender within each racial group compared with the CLS data organized in the same format. It includes an additional breakdown of the difference, by percentage, between the workforce data and the CLS. *See the attached chart.*

## **STEP 4b: NARRATIVE UTILIZATION ANALYSIS**

A review of the problem areas identified in the Utilization Chart indicates a need to establish corrective goals and objectives to address the underutilization of minorities in the department's workforce.

A comparison of the Yamhill County Juvenile Department's workforce to the community labor statistics for the recruiting area (Yamhill County, OR) indicates underutilization of women and minorities in several areas. Community labor statistics show the African-American, Asian/Pacific Islander, and American Indian/Alaskan Native populations are very small with availability less than 1% in all job categories. The Hispanic population ranges from less than 1% to over 9% depending on the job group category. This plan will concentrate on correcting the most significant areas of underutilization in the Juvenile Department's workforce.

The department reviewed this utilization analysis and identified underutilization of minorities in several job categories that need to be addressed, as well as an underutilization of white females in the Protective Services, Patrol Officers category. After reviewing the underutilization analysis, the Juvenile Department has identified the following areas of concern:

Officials & Managers - Hispanic males are underutilized by 2.2%.

Professionals - Hispanic males are underutilized by 1.5%.

Protective Services (Officials) - Hispanic males are underutilized by 2%.

Office/Clerical – Hispanic females are underutilized by 2.6%.

Note: This data is based upon the Department total of 53 persons representing 35 full time equivalency. Three percent variance is equal to 1 FTE staff within the Department.

The next section of this Plan identifies specific objectives that support the department's commitment to make its workforce more reflective of published availability data.

## **STEP 5: OBJECTIVES**

Because Hispanics are underrepresented in most job categories in the County, it is our goal to increase representation by evaluating our promotional and recruitment practices to ensure this group receives equal opportunity to secure employment. The County is committed to creating a workforce at all levels of employment that represents the community it serves.

Specifically, the County will attempt to recruit qualified Hispanics, both male and female for positions in the Officials/Administrators, Professionals, Protective Officials and Office/Clerical job categories.

## **STEP 6: STEPS TO ACHIEVE OBJECTIVES**

The County is committed to making its workforce more closely reflect the relevant available community workforce to ensure equal opportunity regardless of race, national origin, or gender. The information below summarizes specific objectives (*Step 6*) to assist the County in reaching this goal.

### **Action Steps**

- Identify, contact, and advertise open positions in minority and female media broadcasts, publications and societies.
- Assign to the County's press office the development of possible articles and stories on the County's outreach plan
- Develop contacts and a presence in minority communities by working with established groups
- Review, monitor and update annually the Department's recruitment methods, practices and policies to promote equal employment opportunity through recruitment efforts
- Enhance upward mobility of all employees, but also assure that opportunities for advancement are equally distributed while encouraging minority participation
- Review regularly recruitment and retention efforts and apply information derived from exit interviews to efforts to improve retention
- Develop a policy/procedure for resolving grievances and complaints regarding unlawful discriminatory employment practices
- Provide EEO training to supervisors and managing directors on EEO policies, processes, documentation, interview processes and employment requirements

## **STEP 7: DISSEMINATION**

### *Internal Dissemination:*

1. We will include the EEO policy statement in the Department's employee personnel policy and procedures manual, and we will distribute a separate copy to all department officers.
2. We will include articles covering the availability of the EEO plan in appropriate County publications.
3. We will conspicuously post the Department EEO Plan and Policy on employee bulletin boards.
4. We will include the Department EEOP in the County and on various agency webpages and also post it in more creative locations such as the County's E-mail.
5. In staff meetings, held with all managers, we will periodically update the Department's compliance with this Plan. Discussions will include assisting managers in identifying and addressing problem areas with effective solutions.
6. We will distribute a memo to every employee indicating how she or he can obtain a copy of the EEOP.

### *External Dissemination:*

1. We will annually inform recruiting sources of the EEO Plan and commitment.
2. On all written job announcements, the following will appear: "provides equal access and equal opportunity in employment and services and does not discriminate."
3. We will post a memo in the Personnel Office explaining how applicants and members of the public may obtain a copy of the EEOP.